

6 August 1954

Mr. Amory:

Diary

1. Management Improvement Program - met with each of the offices on establishing a program for the coming year.



The offices have now received their allowances and I plan to work closely with them during the next two weeks to develop material required for submission to the Budget Bureau. We will have no difficulty in meeting the Agency deadline of 23 August.

3. Space - Painting and installation of air conditioning is now well underway in Barton Hall and it is estimated that the OSI move will be accomplished either the week of August 23 or August 30.

WH and TSS are being moved from Quarters Eye to Barton Hall and it is expected that Contact Division will move from South Building to Quarters Eye in about two weeks. Although Logistics is not setting any date, a wild guess is that the move of the DCI to South may be accomplished by late November.

4. A meeting was held with representatives of OSI and OCD to discuss the need for about four additional ceiling slots to provide IBM handling of the monitoring reports received from RFE and VOA. Analysis of the effectiveness of broadcasts under NSC 169. The increase of 12 positions previously approved for OSI made no provision for collating the source information being received at the rate of 60,000 per month. No difficulty is anticipated in securing the additional slots inasmuch as the record on the initial approval made clear that additional personnel might be required depending on operating experience.

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5. Discussed with [redacted] OSI, the feasibility and desirability of OSI's assuming responsibility for the production of the non-military Medicine Chapter (Public Health and Sanitation) under NIS,

~~SECRET~~

file. If separated from the file it must be subjected to individual systematic review.

presently being handled by G-2, ^{through} ~~directing~~ external research contract with Georgetown. ~~OSI has been preparing a feasibility study of their undertaking the study and also considering the desirability of OSI assuming the work.~~ Considering the problems of ceiling, budget, etc., ~~it~~ indicated that there was a serious question at least in the minds of some of the OSI staff as to the ~~feasibility~~ ^{possibility} of OSI taking on this additional burden at this time. The Medicine Division does not have any particular competency in this field and would have to recruit new staff for the purpose. I urged that in any event, before any commitments are made, that we meet with DD/A-Comptroller to discuss the budgetary implications because of the current strong objection to ~~their~~ ^{our} assuming budgetary requirements for work being conducted by another agency.

6. Under the Records Management Program the initial phase has largely been completed in CO, OSI, and ONE. This includes inventory of files, establishment of the Vital Documents Storage and scheduling the retirement of material. It is now planned, in collaboration with Area Records Staff of the Management Office, to provide assistance to ORR and OCD in establishing the program in these areas.

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7. It is planned to hold the first meeting of the IP Career Service Board on August 23. [REDACTED] is preparing the draft of a charter outlining the Board's responsibilities for discussion at that meeting. ONE has also presented a personnel rotation question they would like discussed at the meeting.

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8. Total DD/I personnel strength is presently 185 below ceiling [REDACTED]. This is largely in OCD and ORR. [REDACTED] plans to work with those offices and the Office of Personnel to try to fill these vacancies.

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